Library of Rhode Island (LORI) Grant Program:
Application Instructions and Process

If you are considering applying for a LORI Grant, we strongly recommend that you contact OLIS with any questions you may have about your proposal. This is a competitive grant program and we encourage applications from all types of libraries and library consortia. All applicants must attend a LORI Grant Workshop prior to submitting an application.

Applicants must complete and submit all sections of the LORI Grant Application by March 14, 2014. Parts 2-5 should be completed as a clear and succinct narrative and should not exceed 5 pages. Applications must be submitted electronically, in Word (Application) and Excel (Budget) formats. A signed copy of the Applicant Information Form (Page 1 only) must be submitted as a paper copy with an original signature; include the digital original with your package.

Projects must be completed by September 30, 2014. All final reports on the grant are due by October 31, 2014. Please review the LORI Grant Timeline for all deadlines and events associated with the LORI Grant Program.

Section A: Application

Submission checklist:

- ❑ 1. Applicant Information Form
- ❑ 1A. Project Partner Form (if applicable)
- ❑ 2. Project Synopsis
- ❑ 3. Project Purpose
- ❑ 4. Project Design
- ❑ 5. Evaluation Plan
- ❑ 6. Project Budget

1: Applicant Information Form

Provide all information requested in the LORI Grant Application Form, which includes the Funding Request and Applicant Assurances. This document must be signed and submitted as a paper copy. Where applicable, the Project Partner Form (Part 1A) should be filled out and submitted. A separate Project Partner Form should be submitted for each partner.

2: Project Synopsis

Provide a brief synopsis of the project. (Maximum length: 100 words)

3: Project Purpose

Provide a justification for the proposed project as it relates to a need or challenge for your community, consortium, or library. Be sure to include the following:

- The project's intended audience and the need or challenge it faces (Needs Statement)
- Evidence that addressing the need or challenge is critical to fulfilling the library or consortium's mission
- How the project complements or enhances existing services provided by your library or consortium and your partners (if applicable)
- How the project will benefit the intended audience
- How the project aligns with OLIS priorities and LSTA priorities

4: Project Design

Describe the project's design.

- Clearly state project goals and objectives, including the anticipated project outputs and project outcomes (Outputs consist of measurable objectives, outcomes demonstrate the changes and/or enhancements that result from the project)
- Outline the plan of operation, including what activities, tasks and methods will be used to accomplish the project purpose and a timeline of activities and project milestones
- Describe the roles and commitments of partnering organizations, if applicable
- Provide information about any previous work done in this area, if applicable
- Provide information about the sustainability of the project: how will the project be supported beyond the grant period or lead to sustainable, systemic change within the library, the consortium or greater library community?

5: Evaluation Plan

Describe how the project's success will be measured.

- Describe how the project will be assessed, considering successes, failures and adjustments necessary during the project
- Identify the aspects of the project that will be evaluated and how that will be done
- Specify the evaluation tools or model that will be used to measure success (outputs), e.g., pre- and post-tests of target audiences, surveys, tangible outputs such as products, use or attendance, research on results of comparable projects
- Clearly state how it will be determined if the project met the need or challenge outlined in the Need Statement and how it affected the target audience

6: Budget

Complete the Project Budget Form. Enter amounts requested in Grant Request column. If applicable, include any funding from outside sources in the Cash Match column. The totals for Project Costs and Cash Match should match the amounts in the Applicant Information Form. Totals will calculate automatically calculate. Amounts for Other Costs (Table 1) and Contracted Services (Table 2) will be calculated in their respective tables and carried to the Project Costs.

Budget items should only include expenditures that will be made after the grant has been awarded and the library or consortium has entered into a LORI Grant Agreement with OLIS. All

grant expenditures must be completed by September 30. Any expenditures made prior to the execution of the LORI Grant Agreement or after September 30 are not eligible expenditures.

OLIS will review financial reports of the project and may audit the project. All project expenditures should be documented and supported with invoices or payroll records and be available to OLIS on request.

Section B: Process

1: Review of Grant Proposals

Proposals will be reviewed and evaluated by an ad hoc subcommittee of the Library Board of Rhode Island. The subcommittee will review proposals and make recommendations to OLIS.

The following scale will be used to evaluate proposals:

Proposal Section	Maximum points
Project can be related to the LSTA priorities	5
Project addresses one or more OLIS priorities	5
Project Purpose	30
Project Design, including sustainability and accessibility	40
Evaluation	10
Budget	10
Total points	**100**

2: Timeline

February 10	Application Period opens
February 25 and 27	Workshop for potential applicants (required)
March 14	Applications due to OLIS
Early April	Awards Announced
April – September 30	Projects active. Expenditures from the grant can begin once an agreement is entered with OLIS. Grant funds will be distributed as requested, in accordance with State business practices. Grantees should allow 4 weeks for the receipt of funds.
August 15, 2014	Final date to submit Request for Payment
September 30, 2014	Grants completed
October 31, 2014	Final reports due to OLIS

3: Required Documents

Applicants who are awarded LORI Grants must complete the LORI Grant Agreement, State and Federal Certifications, and the Internet Safety Certification. If the library or organization is not already listed as a vendor with the State of Rhode Island, it will need to complete the State of Rhode Island Payer's Request for Taxpayer Identification Number and Certification (Form W-9).

A Request for Payment Form must be completed to draw down grant funds. Grant funds must be expended within 30 days of receipt.

4: Project Reports

A final financial and final project report is required from funded projects. The final 10% of the project funding will be awarded following the submittal and acceptance of the final report. Applicants are strongly encouraged to review the LORI Grant Final Project Report prior to preparing their proposal to ensure they are collecting the information needed to prepare the final report.

5: LORI Grant Program Contact Information

OLIS Staff are available to assist you through the application process. Funded projects will be assigned an OLIS staff contact to answer questions or assist you throughout the project.

If you have questions about the LORI Grant Program:

Karen Mellor
Acting Chief of Library Services
401-574-9304
karen.mellor@olis.ri.gov

Donna DiMichele
LSTA Coordinator / LORI Grant Program Manager
401-574-9303
donna.dimichele@olis.ri.gov

Applications should be submitted electronically to:

Karen Andrews
Assistant Administrative Officer
karen.andrews@olis.ri.gov

Page 1 of the Application with original signatures must be submitted as a physical document. Send to:

LORI Grant Program, Attn: Karen Andrews
LORI Delivery Code: DSL or
One Capitol Hill
Providence, RI 02908-5803

Appendix I: LSTA Purposes

The purposes of the Library Services and Technology Act as stated in 20 U.S.C. 9121 (1-9):

(1) to enhance coordination among Federal programs that relate to library and information services;

(2) to promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;

(3) to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;

(4) to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;

(5) to promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills;

(6) to enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;

(7) to ensure the preservation of knowledge and library collections in all formats and to enable libraries to serve their communities during disasters;

(8) to enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation; and

(9) to promote library services that provide users with access to information through national, state, local, regional, and international collaborations and networks.

Complete text of the LSTA
http://www.imls.gov/assets/1/AssetManager/MLSA_2010_asamended.pdf

Subchapter II, Library Services and Technology, pp.10-11

Appendix II: Definitions of Terms

The following are definitions for terms used in the LORI Grant Program application. For additional help, see the IMLS *Glossary to Support Grant Reporting* (http://tinyurl.com/imlsGlossary) and the Grants.gov online glossary (http://tinyurl.com/govGlossary)

Activities: Actions through which the objectives and goals of a grant are accomplished and deliverables are created.

Anecdotal reports: can be obtained through interviews with or open-ended surveys completed by project participants. An anecdote is a brief description of an interesting occurrence, not necessarily based on fact or objective information.

Cash Match: a cash match includes any "non-Federal funds allocated specifically to the operation of the . . . network equaling no less than fifty percent of the Federal funds. Cash Match includes direct costs committed by the applicant or recipient organization and sponsoring . . . organizations, to the extent that such costs are committed as part of the verified, specific, line item direct costs prior to funding. Cash Match does not include indirect costs, overhead costs or in-kind contributions." (Cited from USLegal.com) A cash match is generally a local investment of funds into a project.

A recipient's cash outlay, including the outlay of money contributed to the recipient by third parties.

Data sources: tools, documents and locations for information that will demonstrate what happened to your target audience; sources of information about conditions being measured. (For example, pre-post test scores, surveys, focus groups, attendance records, program records, assessment reports, records from other organizations, observations, etc.)

Evaluation plan: a clear representation of the links between the program's or project's activities, the results these activities produce, and how the results will be measured.

Goals (targets): the stated expectations for the performance of outcomes. They may be estimated by program's past performance.

In-kind contributions: non-cash contributions, which may include contributions of space, equipment, and services . . . that are fairly evaluated . . . (cited from USLegal.com)

Outcomes: what good you do. Your target audience's changed or improved skills, attitudes, knowledge, behaviors, status, or life conditions that were brought about by experiencing a program. Outcomes may be immediate, intermediate, or long-term. Outcomes rarely include institutional benefits.

Outputs: how much you do. Outputs are measurable; they can be counted.

What is the difference between outputs and outcomes?

> Outputs are measures of the volume of a program's activity: products created or delivered, number of people served, activities and services carried out. Think of outputs as the "things" piece of evaluation. Outputs are almost always numbers: the number of

loans, the number of ILLs, the number of attendees, the number of publications, the number of grants made, or the number of times a workshop was presented. Outcomes are the "people" or the "so what" piece - what happened because of the outputs.

Some examples of Outputs:

- 42 staff members will complete training
- 37 libraries will participate in reference training
- 4 workshops will be held

Some examples of Outcomes that are related to the Outputs above:

- Library staff will provide faster, more accurate, and more complete answers to reference questions
- Customers will report high satisfaction with reference service

IMLS defines an output as "A measure of quantity (e.g., number or percent) or of quality (e.g., produced to a specified standard) of activities, products, or services."

Program: activities and services leading toward independent outcomes. Programs generally have a definite beginning and end. However, they are designed to change attitudes, behaviors, knowledge; or to increase skills and abilities based on assumed need.

Project purpose: relates to the organization's mission statement (or long-range plan) and defines the audience, outcomes, and services. The program purpose is driven by assumptions about need. Assumptions can be drawn from formal or informal research, the program's prior experiences, or a program partner's experiences.